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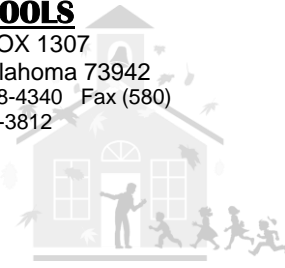
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**GUYMON PUBLIC**  
**SCHOOLS**

P.O. BOX 1307  
Guymon, Oklahoma 73942  
Phone: (580) 338-4340 Fax (580)  
338-3812



**BOARD OF  
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Asst. Superintendent

**DIXIE PURDY,**  
Asst. Superintendent  
of Curriculum and Testing

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**DISCRIMINATION POLICY**

Guymon Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Guymon Public Schools also does not discriminate in its hiring or employment practices.

This notification is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 or the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Title IX Compliance Coordinator-Andy Brown, A.D., 2002 N. James, Guymon, OK 73942, 580-338-4350. Title VI and ADA Compliance Coordinator- Bret Rider, Asst. Superintendent, 801 N. Beaver, Guymon, OK 73942, 580-338-4340, Section 504 Compliance Coordinator- Dixie Purdy, Asst. Superintendent, 801 N. Beaver, Guymon, OK 73942, 580-338-4340.

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**BRET RIDER,  
Asst. Superintendent**

**DIXIE PURDY,  
Asst. Superintendent  
of Curriculum and Testing**

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## **POLIZA ANTI-DISCRIMINATORIA**

Las Escuelas Públicas de Guymon no discriminan por raza, color, origen nacional, género, edad, o discapacidad en el ingreso a sus programas, servicios o actividades, en el acceso a ellas, en el trato de personas o en cualquier aspecto de sus Operaciones. Las Escuelas Públicas de Guymon tampoco discriminan en sus prácticas contratación o empleo.

Esta notificación se facilita como lo exige el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 ó la Ley de Rehabilitación de 1973, el Titulo IX de las Enmiendas Educativas de 1972, la Ley de Discriminación por Edad de 1975, y la Ley de Estadounidenses con Discapacidades de 1990. Preguntas, quejas, o para más información adicional sobre estas leyes pueden ser dirigidas al coordinador de cumplimiento designado.

Coordinador de Cumplimiento de Titulo IX- Andy Brown, A.D. 2002 N. James, Guymon, OK 73942, 580-338-4340 y Coordinador de Cumplimiento de ADA - Bret Rider, Asistente de Superintendente, 801 N. Beaver, Guymon, OK 73942, 580-338-4340. El Coordinador de Sección 504- Dixie Purdy, Asistente de Superintendente 801 N. Beaver, Guymon, OK 73942, 580-338-4340.



## **PARENT STUDENT HANDBOOK**

Dear Parents,

Your children are our community's most valuable treasure, and we, as a school, take our responsibilities to those children seriously. It is our desire to provide your child a safe and secure environment conducive to learning, in order to allow each child to achieve their maximum potential. We desire to provide a nurturing academic setting for each child to learn and thrive.

We look forward to the opportunities of this school year. A partnership between school and home is essential for the children to achieve their best, and we are anticipating a year of productive partnership with each of our families. We share your desire and concern that your child's best interests and well-being be foremost, and look forward to working together with you.

This handbook has been provided as a tool for you and your student. We trust it will be helpful and make for a smooth school year. It is our effort as a school to communicate and explain those items which each family and teacher may have questions about.

We thank you for your support of the school. We have an outstanding staff who care deeply about your child's future. We guard the trust you grant us carefully and look forward to an exciting year.

### **Mission Statement**

It is the philosophy of Guymon Public Schools that all students can learn, although it may be at different rates, in different modalities, and at different levels. It is the mission of Guymon Public Schools to provide educational experiences and learning climates which will ensure that each student is competent in mandated Oklahoma Academic Standards, and which will enhance each student's opportunity to be a productive, well-prepared citizen.

### **We Believe In School Spirit**

School spirit includes courtesy, respect, and pride. Courtesy and respect should be shown toward staff, students, and property. Pride should be shown in all we do in and around school. We will strive for and be supportive of excellence in ourselves and others.

### **School Colors**

Orange and Black

### **Mascot**

Tiger

### **Age**

Pre-Kindergarten children must be four years old on or before September 1 to enroll.

Kindergarten children must be five years old on or before September 1 to enroll.

First grade children must be at least six years old on or before September 1 to enroll.

## MANUAL DE ESTUDIANTES PARA LOS PADRES

Estimados Padres,

Sus hijos son el Tesoro más valioso de nuestra comunidad y nosotros, como escuela, tomamos en serio nuestras responsabilidades con con esos niños. Es nuestro deseo proporcionar a hijo/a un ambiente seguro y seguro que conduzca al aprendizaje, para permitir que cada estudiante alcance su máximo potencial. Deseamos proporcionar un ambiente académico nutritivo para que cada estudiante aprenda y prospere.

Esperamos las oportunidades de este año escolar. Una asociación entre la escuela y el hogar es esencial para que los estudiantes alcancen lo mejor posible, y estamos anticipando un año de colaboración productiva con cada una de nuestras familias. Compartimos su deseo y preocupación de que los intereses y el bienestar de su hijo/a sean lo primero y esperamos trabajar juntos con usted.

Este manual se ha proporcionado como una herramienta para usted y su estudiante. Confiamos en que será muy útil para tener un buen año escolar. Como escuela haremos el esfuerzo de comunicarle y explicarle cual quier pregunta que cada familia y maestro tenga.

Agradecemos su apoyo a la escuela. Tenemos un personal sobresaliente que se preocupa profundamente por el futuro de su hijo/a. Agradecemos la confianza que nos otorga y esperamos tener un gran año.

### **Nuestra Misión**

Es la filosofía de las Escuelas Públicas de Guymon que todos los estudiantes puedan aprender, aunque puede ser a diferentes ritmos, diferentes modalidades y diferentes niveles. Es nuestra misión proporcionar experiencias educativas y climas de aprendizaje que asegurarán que cada estudiante sea competente en los Estándares Académicos de Oklahoma, y que realce la oportunidad de cada estudiante de ser un ciudadano productivo y bien preparado.

### **Creemos en el Espíritu Escolar**

El Espíritu escolar incluye cortesía, respeto y orgullo. Se debe mostrar cortesía hacia el personal, estudiantes y propiedad. El orgullo debe ser mostrado en todo lo que hacemos dentro y alrededor de la escuela. Nos esforzaremos y apoyaremos la excelencia en nosotros mismos y en los demás.

### **Colores de la Escuela**

Anaranjado y Negro

### **Mascota**

Tigre

### **Edad**

Para entrar a Pre-Kinder los niños deben tener cuatro años antes del primero de Septiembre. Para entrar a Kinder los niños deben de tener cinco años antes del primero de Septiembre y para entrar a primer grado los niños deben tener por lo menos seis años de edad.

## **Schools**

Guymon Public Schools consist of the following:

Administration	801 N. Beaver	338-4340
Senior High	1900 N. James	338-4350
Junior High	700 N. James	338-4360
Academy Elementary	7 <sup>th</sup> and Academy	338-4370
Academy “C” Elementary	6 <sup>th</sup> and James	338-4380
Homer Long Elementary	1500 N Beaver	338-4380
Northeast Elementary	220 Medical Dr.	338-4380
North Park Elementary	1400 North Crumley	338-4390
Carrier Elementary	103 N Perkins	338-0420 or 338-0460
Salyer Elementary	211 N.E 1 <sup>st</sup> and Ellison	338-0420 or 338-0460
Prairie Elementary	1501 E. Hwy 3	338-0420 or 338-0460
Food Service	700 N. James	338-4385
Special Ed Office	712 N.Academy	338-7230
ELL Office	712 N Academy	338-7230 Ext. 272
Bus Barn	8 <sup>th</sup> and Sunset Lane	468-1300

Children will attend the school within their attendance zone according to the district map. However, in the case an overload exists in some particular room, assignments of some of these children to another school will be necessary.

## **School Hours PreK--6<sup>th</sup> grade**

The regular time for school to begin is 8:20 a.m. Children should not arrive before 7:45 a.m. unless participating in extended day or extra-curricular activities.

Children eating breakfast may enter the cafeteria at 7:45 a.m. Dismissal time varies per site between 3:00 – 3:20 p.m. Please check with your school for exact dismissal time. Children should report home immediately after dismissal.

The morning Pre-Kindergarten session is from 8:20 a.m. to 11:10 a.m.

The afternoon Pre-Kindergarten session is from 12:20 p.m. to 3:00 p.m.

(Students in afternoon Pre-Kindergarten should not arrive before 12:15 p.m.)

Children are not supervised before 8:00 a.m. or after 3:30 p.m. (unless participating in extended day or extra-curricular activities). Please make sure transportation is provided promptly.

Habitual lateness will be referred to the School District Resource Officer. Students will not be allowed to walk home during school hours for any reason.

## **Going Home Promptly**

Students will leave the premises of the school after school is dismissed unless otherwise directed by a teacher or school official.

## **Moment of Silence and Pledge of Allegiance**

Each day, one to two minutes after the tardy bell rings, the teacher will lead the students in a moment of silence. Teachers will then lead their class in the pledge to our nation’s flag.

## Escuelas

Las Escuelas Públicas de Guymon consisten en lo siguiente:

Administración	801 N. Beaver	338-4340
Senior High	1900 N. James	338-4350
Junior High	700 N. James	338-4360
Academy	7 <sup>th</sup> and Academy	338-4370
Academy “C	6 <sup>th</sup> and James	338-4380
Homer Long	1500 N Beaver	338-4380
Northeast	220 Medical Dr.	338-4380
North Park	1400 North Crumley	338-4390
Carrier	103 N Perkins	338-0420 or 338-0460
Salyer	211 N.E 1 <sup>st</sup> and Ellison	338-0420 or 338-0460
Prairie	1501 E. Hwy 3	338-0420 or 338-0460
Servicio de Comida	700 N. James	338-4385
Oficina de Clases Especiales	712 N.Academy	338-7230
Oficina de ELL	712 N Academy	338-7230 Ext. 272
Oficina de Autobuses	8 <sup>th</sup> and Sunset Lane	468-1300

Los estudiantes asistirán a la escuela dentro de su zona residencial según el mapa del distrito. Sin embargo, en el caso de que exista un exceso de estudiantes en alguno de los salones nos veremos en la necesidad de asignar alguna de las otras escuela.

## Horario Escolar de Pre-K – 6<sup>to</sup> Grado

El horario regular para el comienzo de clases es a las 8:20 am. Los estudiantes no deben llegar antes de las 7:45 am a meno que participen en actividades prolongadas o extracurriculares. Los estudiantes que desayunan en la escuela pueden entrar a la cafetería a las 7:45 am. El tiempo de salida varía según el lugar entre las 3:00 – 3:20 pm. Favor de verificar en la escuela el tiempo exacto de salida. Los estudiantes deben reportarse a casa inmediatamente después de clases.

La sesión de Pre-Kinder para el turno de en la mañana es de 8:20 am a 11:10 am.

La sesión de Pre-Kinder para el turno de en la tarde es de 12:15 pm a 3:00 pm.

(Los estudiantes del turno de en la tarde no deben llegar antes de las 12:15 pm) **Los niños no son supervisados antes de las 8:00 a.m. ó despues de las 3:30 p.m. (al menos que tengan que quedarse por motivos de actividades especiales). Por favor, asegurese de que el transporte sea puntual. El retraso habitual será referido al Oficial de Recursos del Distrito Escolar. A los estudiantes no se les permitirá caminar durante las horas de clases por ninguna razón.**

## Irse a Casa Inmediatamente

Los estudiantes saldrán de las instalaciones de la escuela después de que terminen las clases al menos que un maestro o oficial de la escuela diga otra cosa.

## Momento de Silencio y Saludo de Lealtad

Cada día, uno o dos minutos después de que suene la campana, el maestro conducirá a los estudiantes en un momento de silencio. Los maestros entonces guiarán a su clase en la promesa de la bandera de nuestra nación.

### **Check-Out Forms**

The check-out forms that are used at all PreK-6 sites do not apply to after school pick up, or the need for the school to contact someone to pick up a student in the case of illness during school hours.

### **School Calendar and Attendance**

A printed calendar will be provided for each child with all holidays and significant dates for the school year. Please keep this reference handy and plan family activities so regular attendance for all students will be possible.

Regular and punctual attendance is required for all pupils enrolled in school. No other single factor does more to aid student progress than regular attendance. However, children should not be sent to school when ill, have a temperature, have a rash from a contagious disease, have head lice, have a skin infection, or any other symptoms of illness that could be spread to other students.

When a child must be absent, the parent or guardian should call the principal's office giving cause, and making arrangements for picking up make up work. You may call 338-4370 for Academy. Homer Long, Northeast and Academy "C" call 338-4380. Carrier, Salyer, and Prairie call 338-0420 or 338-0460. North Park Elementary phone number is 338-4390. Teachers appreciate make up work being turned in as soon as possible. Your student has one day for every day absent, plus one day, to turn in this work. Example: If your student is absent three days, the makeup work is due four days after returning to school, at the latest. **Students turning in work after this time frame will receive no credit.** Parent/Guardian wishing to pick-up homework should call before 9:00 a.m. and pick-up assignments between 3:30 p.m. – 4:00 p.m.

**If you know your child is going to be absent ahead of time, make-up work should be turned in before leaving.**

A child who arrives after 10:00 a.m. will be counted present one-half of a day. A child who leaves school before 2:00 p.m. will be counted present one-half of a day.

**Unexcused absences may be given if there is no contact to the school office by a parent or guardian. After the fourth (4th) day of consecutive absences, a doctor's note must be presented to the school office.**

Guymon Public School functions in accordance with school board policy attendance rule. If a child is absent for more than twenty (20) days during a school year, credit will not be issued. These days include excused and non-excused absences. A review committee made up of an administrator, counselor, and teachers may make exceptions to this policy in extreme circumstances.

### **Formularios de Salida**

Los formularios de salida que se usan en todos los sitios de Pre-K-6<sup>to</sup> y no se usaran cuando los estudiantes que se recojen después de clases, o cuando alguien de la escuela se ponga en contacto con alguien para recoger a un estudiante en caso de enfermedad durante las horas de clases.

### **Calendario Escolar y Asistencia**

Se proporcionará un calendario a cada estudiante con todos los días festivos y fechas significativas para el año escolar. Por favor, mantenga esta referencia útil y planifique las actividades familiares para que la asistencia regular de los estudiantes sea posible.

Se requiere asistencia regular y puntual para todos los estudiantes matriculados en la escuela. Ningún otro factor más contribuye al progreso del estudiante que la asistencia regular. Sin embargo, los estudiantes no deben ser enviados a la escuela cuando estén enfermos de temperatura, tienen ronchas de una enfermedad contagiosa, piojos, infección en la piel o cualquier otro síntoma de enfermedad que podría extenderse a otros estudiantes.

Cuando su hijo/a este ausente, el padre o guardian debe llamar a la oficina dando la causa y hacer arreglos para recoger la tarea. Para llamar a la escuela Academy, Academy C, Homer Long y Northeast llame al numero 580-338-4370. Para llamar a Carrier, Prairie y Salyer llamar al 580-338-0420 o 580-338-0460. Para llamar a North Park llame al 580-338-4390. Los maestros agradecen que los estudiantes entreguen el trabajo lo mas pronto posible. Los estudiantes tienen un día de trabajo, más otro día para entregar este trabajo. Ejemplo: Si el estudiante está ausente tres días, el trabajo se debe entregar a más tardar a cuatro días después de regresar a la escuela. Los estudiantes que entreguen el trabajo después de este tiempo no recibirán crédito. Los padres/tutores que deseen recoger la tarea deben llamar antes de las 9:00 de la mañana y hacer planes de recoger la tarea entre las 3:30 p.m. – 4:00 p.m.

Si usted sabe con anticipación que su hijo/a va a faltar a la escuela, el/ella tendrá que hacer su trabajo adelantado antes de salir. Estudiantes que lleguen después de las 10:00 am se les contará medio día ausente. Estudiantes que se van de la escuela antes de las 2:00 pm se les contará medio día presente.

### **Faltas sin excusas son cuando los padres o tutores no llaman a la oficina de la escuela para notificar a la maestra. Después del cuarto día de faltas consecutivas se deberá presentar una nota del doctor a la oficina de la escuela.**

El reglamento de la póliza de asistencia de la Escuela Pública de Guymon funcionan en acuerdo con el comité. Si su hijo/a falta más de 20 días durante el año escolar, el crédito no será emitido. Estos días incluyen ausencias justificadas y sin justificación. Un comité de revisión compuesto por un administrador, consejero y un maestro pueden hacer excepciones a esta póliza con circunstancias extremas.

**PLEASE SEE SCHOOL POLICY FDC and FDC-R at the end of this document**

Parents will be notified when their child misses five (5) days of school, again at ten (10) days, and when they exceed the twenty (20) day policy. Notification of poor attendance to proper authorities will be made in this same manner. Students achieving perfect attendance will receive an award. In order to be eligible for perfect attendance, students must not have any absences or tardies.

5<sup>th</sup> and 6<sup>th</sup> grades: Excessive tardiness can result in an assignment to In-School Detention (ISD)

**Report Cards and Parent Teacher Conferences**

Report cards will be given out each 9-week period. Parents should sign and return cards. At the end of the first and third periods parents will pick up the report card at a parent/teacher conference. Your child's teacher will schedule a conference time.

Frequent visits with your child's teacher help you understand what your child is doing in school. Please make appointments by telephone or by note, so that the teacher may have your child's records and school work available for discussion.

**Please do not attempt to confer with teachers during class time because they are busy with classroom activities. Students will not be removed from class to accept messages. Messages will be delivered at a time least disruptive to instruction.**

**Grade Scale (3<sup>rd</sup> – 6<sup>th</sup>)**

90-100=A

80-89=B

70-79=C

65-69=D

64 & below=F

**Homework**

Homework is usually unfinished classwork, extensions of classroom instruction, or preparation for a test. It is the responsibility of the student, under parent supervision, to complete and return this work. **Failure to return homework will result in disciplinary action.**

**Promotion and Retention**

**Skills Based: Kindergarten through 2<sup>nd</sup> Grade retention will be based on portfolio assessment and classroom performance. In accordance with mandates under H.B. 1017, students in 3<sup>rd</sup> grade through 6<sup>th</sup> grade must achieve a grade average of 65% or higher in each of three or more major courses of study to be promoted to the next higher grade.** The major courses of study are math, reading, English, science, and social studies. Parents will be notified of any recommendation for retention. A copy of such request will be included in the permanent record of the student. Any appeal to this process must be made through the Guymon Board of Education.

## **VER LA PÓLIZA ESCOLAR FDC y FDC-R al final de este documento**

Los padres serán notificados cuando el estudiante tenga cinco (5) faltas, nuevamente a los diez (10) días, y cuando excedan la poliza de veinte (20) días. La notificación de mala asistencia a las autoridades apropiadas se hará de la misma manera. Los estudiantes que tengan asistencia perfecta recibirán un premio. Para ser elegible para la asistencia perfecta, los estudiantes no deben tener faltas o tardanzas.

Para 5º y 6º grado: La tardanza excesiva puede resultar en una asignación a la detención en la escuela (ISD)

### **Boletas de Calificaciones y Conferencias de Padres y Maestros**

Boletas de calificaciones se entregarán cada período de 9 semanas. Al final del primer y tercer período los padres recogerán las calificaciones en la conferencia de padres/maestros. El maestro de su hijo/a programará la hora de la conferencia. Las visitas frecuentes con el maestro de su hijo/a le ayuda a entender lo que su hijo/a está haciendo en la escuela. Favor de hacer citas por teléfono o mande una nota al maestro y así el maestro tenga el registro y el trabajo de la escuela p disponible durante la conferencia. Favor de no hablar con el maestro durante el horario de clases ya que ellos están muy ocupados con las actividades de la clase. Los estudiantes no serán removidos de la clase para aceptar mensajes. Los mensajes serán entregados en el momento menos perjudicial de clase. **Por favor, no trate de hablar con los maestros durante el horario de clases ya que ellos están ocupados con las actividades de la clase. Los estudiantes no serán removidos de la clase para aceptar mensajes. Los mensajes serán entregados en el momento menos perjudicial de clases.**

### **Escala de Calificaciones (3<sup>er</sup> – 6<sup>to</sup>)**

90-100=A

80-89=B

70-79=C

65-69=D

64 & below=F

### **Tarea**

Tareas es por lo general un trabajo de clase sin terminar, extensiones de instrucción de clase o preparación para un examen. Es responsabilidad del estudiante, bajo la supervisión de los padres, terminar y regresar el trabajo. El no devolver la tarea resultará en una acción disciplinaria.

### **Promoción y Retención**

**Habilidades basadas: La retención de Kinder a segundo grado se basará en la evaluación y desempeño en clase. De conformidad con los mandatos de H.B. 1017, los estudiantes de tercer grado hasta sexto grado deben alcanzar un promedio de calificaciones de 65% o más en cada uno de los tres o más cursos de estudios principales para ser promovidos al siguiente grado.** Los cursos principales son matemáticas, lectura, inglés, ciencias y estudios sociales. Los padres serán notificados de cualquier recomendación de retención. Una copia de dicha solicitud se incluirá en el registro permanente del estudiante. Cualquier apelación a este proceso debe hacerse a través de la Junta Directiva de Educación de Guymon.



**Reading Sufficiency Act /Please see board policy EIA-R4**

The State of Oklahoma requires that each K-3 student be assessed using multiple, ongoing assessments. Students found not to be ready at the appropriate grade level are provided a reading assessment plan, which includes a program of instruction in reading designed to bring the student's reading skills up to grade level.

Effective with students entering first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student does not meet the State RSA criteria. A student may be promoted for "good cause" if the student meets one of the statutory exemptions.

**Medical Treatment and Medication**

Basic first aid in case of injury is administered. If serious illness or injury occurs to your student while at school, an attempt will be made to contact the parent/guardian and school nurse. If unable to locate the parent/guardian, the emergency number given on the enrollment card will be called. If unable to locate either, 911 will be called. In extreme emergencies, 911 will be called immediately.

**If your student has a chronic disease (epilepsy, diabetes, attention deficit disorder/attention hyperactive disorder, or asthma) and must take medication at school, the parent/guardian must obtain, fill out and sign a medication release form, get a doctor's statement (for each medication), and provide the medication. This form is available in the office of your school.** The returned form and the medication will be kept in the office.

**PLEASE READ THE MEDICINES AT SCHOOL POLICY  
FOR MORE DETAILED INFORMATION,  
See School Policy FFACA**

**Immunizations**

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. In accordance with Oklahoma law, every school-age child must have the following:

**Children entering kindergarten through grade 6:**

- 5 doses of DTP/DTaP (unless the fourth DTP/DTaP was received after the fourth birthday)
- 4 doses of Polio (unless the third dose was received after the fourth birthday)
- 2 MMR
- 2 doses of Hepatitis A
- 3 doses of Hepatitis B
- 1 dose of Varicella (Chickenpox) or a parent's written statement of history of the disease is acceptable.

The completion of these vaccines from start to finish is a minimum of 6 months. **START NOW!**

**All children transferring from other school districts of other states are also required to have these immunizations. It is the parents' responsibility to follow up and finish the series of immunizations. This is monitored closely, and your student will not be allowed to attend school if an immunization is due.**

**STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT DOCUMENTATION OF THE REQUIRED IMMUNIZATIONS**

### **Ley de Suficiencia de lectura/Vea la poliza del consejo EIA-R4**

El estado de Oklahoma requiere que cada estudiante K-3 sea evaluado usando múltiples evaluaciones continuas. Los estudiantes que no están listos en el nivel de grado apropiado reciben un plan de evaluación de lectura, cual incluye un programa de instrucción en lectura diseñado para subir las habilidades de lectura del estudiante hasta el nivel de grado.

En el año 2011-2012 fue efectivo que los estudiantes entrando a primer grado en ese año, cada estudiante será retenido en tercer grado si el estudiante no cumple con los criterios del estado RSA estatal. Un estudiante puede ser promovido por “Buena causa” si el estudiante cumple con una de las exenciones estatutarias.

### **Tratamiento Médico y Medicamentos**

Se administraran primeros auxilios básicos en caso de lesion. Si una enfermedad o lesion grave ocurre al estudiante durante clases, trataremos de comunicarnos con los padres/tutores y con la enfermera de la escuela. Si no podemos comunicarnos localizar al los padres/tutores, se llamará a un contacto de emergencias encontrado en su formulario de salida. Si no se puede localizar a nadie se llamará al 911 en emergencias extremas.

**Si el estudiante tiene una enfermedad crónica (epilepsia, diabetes, trastorno por deficit de atención/trastorno hiperativo de atención o asma) y debe tomar medicamentos en la escuela, el padre/tutor debe obtener, llenar y firmar un formulario de liberación de medicación, (para cada medicamento) y proporcionar el medicamento. Este formulario está disponible en la oficina de su escuela. El formulario devuelto y medicamento se mantendrán en la oficina.**

### **PARA MAS INFORMACIÓN Y DETALLES FAVOR DE LEER LA POLIZA DE MEDICAMETOS EN LA ESCUELA, Mirar Poliza FFACA**

### **Inmunizaciones**

La inmunizacion de los niños en edad escolar es una forma muy importante de proteger la salud de los niños en Oklahoma. De acuerdo con la ley de Oklahoma, cada niño en edad escolar debe tener lo siguiente:

#### **Niños que ingresan a Kinder hasta sexton grado:**

- 5 dosis de DTP/DTPaP (al menos si ya resivio la cuarta DTP/DTPaP despues del cuarto cumpleaños)
- 4 dosis de Polio (al menos si ya se resivio la tercera dosis despues del cuarto cumpleaños)
- 2 MMR
- 2 dosis de Hepatitis A
- 3 dosis de Hepatitis B
- 1 dosis de Varicela (viruela) es aceptado un informe escrito por los padres de la historia de las enfermedades.

La terminación de estas vacunas de principio a fin es un mínimo de 6 meses. ¡EMPEZAR AHORA!

**Todoss los estudiantes que se trasladan de otros distritos escolares de otros estados también están obligados a tener inmunizaciones. Es responsabilidad de los padres el seguimiento y finalización de la serie de inmunizaciones. Esto esta muy controlado y al estudiante no se le permitirá asistir a clases si al estudiante le falta alguna inmunizacion.**

**NO SE PERMITIRÁ AL ESTUDIANTE ASISTIR A CLASES SIN LA DOCUMENTACIÓN DE INMUNIZACIONES REQUERIDAS.**

## When to Keep Your Child Home from School

Deciding when your child is too ill to go to school can be difficult. This decision is made more difficult due to our 10 day a semester absence rule. However, in order for your child to be available for learning, and to control communicable illnesses in school, it is important to keep your child home for the following reasons:

- **FEVER** – Your child should be fever free, and off of **all** fever reducing medications for 24 hours before he/she returns to school. Please do not give your child medication to treat a fever and then send him/her to school. This exposes everyone to whatever illness your child may have.
- **SORE THROAT OR TONSILLITIS** – A minor sore throat is not a problem, however if your child has a severe sore throat with enlarged tonsils please keep them home and contact your health care provider. If your child is diagnosed with Strep Throat, they may return to school 24 hours after they begin antibiotic treatment.
- **SPOTS/RASH** – Do not send your child to school with a rash until your health care provider has said that it is okay to do so. The child will need to bring a note from a doctor stating that he/she is okay to return to school. Children with ringworm, scabies, or impetigo can return to school after 24 hours of appropriate treatment. The affected areas should be covered if at all possible.
- **SEVERE COUGH/COLD SYMPTOMS** – Children with severe coughs need to stay home and possibly see their health care provider.
- **RED/PINK EYE AND/OR DRAINAGE** – If your child’s eye is red, swollen, and/or has yellow/green drainage then your child needs to stay home from school. Your child may return to school when the eye is clear or 24 hours after beginning treatment from your health care provider. Please bring a note from your health care provider stating that your child is okay to return to school.
- **VOMITING AND/OR DIARRHEA** – Your child should stay home until the illness is over, and for 24 hours after the last episode without medications.
- **HEAD LICE** – Student must be treated per our school policy (please contact the school) and checked by one of the school nurses before returning.

Remember to call the school every day that your child is absent. If your child does go to see their health care provider during their absence, please bring a note to the school so that they can be excused. Make sure the school has your current contact information in case your child becomes ill or is injured at school. If you have any questions you may contact your child’s school nurse.

## Cuándo Tomar La Decisión De Dejar a Su Hijo/a En Casa

Puede ser difícil decidir cuándo su hijo/a está demasiado enfermo para ir a la escuela. Esta decisión se hace más difícil debido a nuestra regla de ausencia de 10 días por semestre. Sin embargo, para que su hijo/a esté disponible para aprender, y para controlar enfermedades contagiosas en la escuela, es importante que mantenga a su hijo/a en casa por las siguientes razones:

- **FIEBRE**– Su hijo/a debe estar libre de fiebre, y de todos los medicamentos para reducir la fiebre durante 24 horas antes de que regrese a la escuela. Por favor no le dé a su hijo/a medicamentos para la fiebre y luego enviarlo a la escuela. Esto expone a los demás estudiantes a cualquier enfermedad que su hijo/a pueda tener.
- **DOLOR DE GARGANTA O ANGINAS**- Un pequeño dolor de garganta no es un problema, sin embargo, si su hijo/a tiene un dolor de garganta severo con anginas agrandadas por favor manténgalo en casa y póngase en contacto con su médico. Si su hijo/a es diagnosticado con infección de garganta, puede regresar a la escuela 24 horas después de empezar el tratamiento antibiótico.
- **RONCHAS/SARPULLIDO**- No envíe a su hijo/a a la escuela con una erupción cutánea hasta que su proveedor de atención médica le haya dicho que está bien regresar. El niño/a tendrá que traer una nota de un médico diciendo que él/ella ya puede regresar a la escuela. Los niños con tiña, sarna, o impétigo pueden regresar a la escuela después de 24 horas de tratamiento apropiado. Las áreas afectadas deben ser cubiertas si es posible.
- **SÍNTOMAS SEVEROS DE TOS Y RESFRIADO**-Niños con tos severa necesitan quedarse en casa y posiblemente ver a su médico.
- **INFECCION DE OJO ROJO/ROSA O LAGRIMIANDO**- Si el ojo de su hijo/a está rojo, hinchado y / o tiene drenaje amarillo / verde, su hijo/a necesita quedarse en casa. Su hijo/a puede regresar a la escuela cuando el ojo esté despejado o 24 horas después de comenzar el tratamiento de su proveedor de atención médica. Favor de proporcionar una nota de su proveedor de atención médica indicando que su hijo está bien para regresar a la escuela.
- **VÓMITOS Y/O DIARREA**- Su hijo/a debe quedarse en casa hasta que la enfermedad haya terminado y durante 24 horas después del último episodio sin medicamentos.
- **PIOJOS**- El estudiante debe ser tratado por nuestra póliza de la escuela (por favor comuníquese con la escuela) y revisado por una de las enfermeras de la escuela antes de regresar.

Recuerde llamar a la escuela todos los días que su hijo/a está ausente. Si su hijo/a va a ver a su proveedor de atención médica durante su ausencia, por favor traiga una nota a la escuela para que puedan ser excusados. Asegúrese de que la escuela tenga su información de contacto actual en caso de que su hijo se enferme o se lesione en la escuela. Si tiene alguna pregunta, puede comunicarse con la enfermera de la escuela de su hijo/a.

### **School Insurance**

We have made arrangements to provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program.

### **Visitors**

Visitors are always welcome at school. **All visitors must check in at the office before going to the classroom.** Parents are urged to keep in close touch with their child's progress by frequent visits. However, Kindergarten and first grade pupils adjust more rapidly if NO VISITORS are present the first four weeks. Please do not remain with your child the first full day of classes. **STUDENTS NOT ENROLLED IN GUYMON PUBLIC SCHOOLS ARE NOT ALLOWED TO ATTEND CLASS.**

### **Parent Orientation**

All parents are encouraged to attend the Parent Orientation (Pre-K-4<sup>th</sup>) at the beginning of the school year. This is a time to meet your child's teachers and learn what will be expected of your child during the year.

### **Library**

We encourage students to read for pleasure. Each student can check out library books from the library. Students are responsible for books checked out in their name. Lost or damaged books must be paid for. If lost books are found and returned, reimbursement of payment for these books may be made only during the same semester.

### **Dress Code**

#### **Upper Garments-Acceptable Dress**

Shirts and/or dresses with sleeves to tip of shoulders

All upper garments must be worn in a way that eliminates exposure of the chest, back, midsection, side and/or under garments.

Students may wear the layered look as long as primary garment is in compliance with the dress code.

#### **Lower Garments**

Yoga pants, leggings and spandex shorts are allowed if covering garment is fingertip length

Dresses and all shorts must be no more than 3" above the knee cap

Slits or holes in pants must be knee cap and below

#### **Jewelry, Tattoos and Hair**

Tattoos must not be obscene or inappropriate for school

Students may NOT wear watch or wallet chains, long tailed belts, or nonprescription sunglasses or contacts

All jewelry worn should be appropriate for school attendance and not pose a threat to the safety of other students. Elementary students may wear only stud or post earrings.

## **Seguro Escolar**

Hemos tomado medidas para proporcionar a cada estudiante en nuestro sistema escolar la oportunidad de inscribirse en un programa de seguro médico para el año escolar. Este programa de seguro estudiantil se ofrece como una conveniencia para los estudiantes, y la escuela no recibe compensación por este programa.

## **Visitantes**

Los visitantes son siempre bienvenidos en la escuela. **Todos los visitantes deben registrarse en la oficina antes de ir al salón de clases.** Se pide a los padres a mantener un estrecho contacto con el progreso de sus hijos mediante visitas frecuentes. Sin embargo, los alumnos de Kínder y Primaria se ajustan más rápidamente si VISITANTES NO están presentes las primeras cuatro semanas. Por favor no permanezca con su hijo/a el primer día completo de clases. **LOS ESTUDIANTES NO INSCRITOS EN LAS ESCUELAS PÚBLICAS DE GUYMON NO SE PERMITEN ASISTIR A CLASES.**

## **Orientación para Padres**

Todos los padres están cordialmente invitados a asistir a la Orientación para Padres (Pre-K a 4) al inicio del año escolar. Este es un tiempo para conocer a los maestros de su hijo/a y saber lo que se espera de él/ella durante el año escolar.

## **Biblioteca**

Animamos a los estudiantes a leer por placer. Cada estudiante puede llevar libros de la biblioteca. Los estudiantes son responsables de los libros que sacan a su nombre. Los libros perdidos o dañados deben ser pagados. Si los libros perdidos son encontrados y devueltos, el reembolso del pago de estos libros se puede hacer solamente durante el mismo semestre.

## **Código de Vestimentas**

### Vestimenta superior-Vestido aceptable

Blusas y / o vestidos con mangas a la punta de los hombros

Todas las prendas superiores deben usarse de manera que elimine la exposición del pecho, espalda, abdomen, lado y / o debajo de las prendas.

Los estudiantes pueden usar la apariencia estratificada siempre que la prenda primaria cumpla con el código de vestimenta.

### Ropa inferior

Los pantalones de yoga, polainas y pantalones cortos de spandex se permiten si la ropa cubre la longitud de la yema de los dedos

Los vestidos y todos los pantalones cortos no deben ser más de 3 "por encima de la rodilla

Las hendiduras o agujeros en los pantalones deben ser de rodilla y por debajo

### Joyería, Tatuajes y Cabello

Los tatuajes no deben ser obscenos o inapropiados para la escuela

Los estudiantes NO pueden usar cadenas de reloj o de billetera, cinturones de cola larga o gafas de sol o gafas de sol sin receta

Todas las joyas usadas deben ser apropiadas para la asistencia a la escuela y no representar una amenaza para la seguridad de otros estudiantes. Los estudiantes de la escuela primaria pueden usar sólo aretes o pendientes.

## **General Rules**

Both boys and girls must wear appropriate footwear. House shoes, spiked or cleat soles may not be worn, roller skate shoes may not be worn. (NO HEELYS). Elementary students are not to wear flip flops, open toed or open heeled shoes.

Clothes must be sized appropriately

Hats, caps, bandanas, hoods or blankets must not be worn inside the building

Printed tee shirts, which advertise alcoholic beverages, tobacco products, or drugs, have pictorial designs or printed phrases that are sexually suggestive; have obscene connotations; and/or have a double meaning or innuendos; or are related to gang activity may not be worn at school. This includes printed text on the student's pant bottom.

Clothing may not be worn in any way to reflect gang affiliation, conceal contraband, or create a distraction

**Parents/Guardians will be contacted and asked to bring an acceptable change of clothing if these guidelines are not followed.**

**STUDENT APPEARANCE VIOLATION:** A student found to be in violation of the dress code will be required to change the article of clothing. The violation will be documented, and the parent/guardian will be notified. If changing the article of clothing to conform to the dress code requires a student to miss time from class, the absence will be recorded as unexcused, and the student will be required to work with the teacher to make-up for time lost in class.

Physical Education Dress Code: On P.E. day students **must** wear appropriate athletic footwear.

*(Guymon Public Schools does not discriminate on the basis of race, color, national origin, gender, age, religion or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Exceptions will be made to its dress code to ensure that students with disabilities can participate.)*

## **Student Code of Conduct**

Students are expected to behave in a manner which is acceptable to students, teachers, administrators, and society in general. Students are under the authority of the principal, teachers, and support staff.

Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is therefore of the utmost importance for the teacher to communicate with the parent in securing their help, support, and cooperation. Parents will be contacted by the school concerning disciplinary actions administered by school officials.

## **Reglas generales**

Tanto los niños como las niñas deben llevar calzado apropiado. Los zapatos de casa, las suelas de punta o de tacón no se pueden usar, los zapatos de patín no se pueden usar. (NO HEELYS). Los estudiantes de primaria no deben usar sandalias, zapatos de tacón abierto o abiertos.

La ropa debe tener un tamaño adecuado

No se deben usar sombreros, gorros, bandanas, capuchas o mantas en el interior del edificio

Las camisetas impresas, que anuncian bebidas alcohólicas, productos de tabaco o drogas, tienen diseños pictóricos o frases impresas que son sexualmente sugerentes; Tienen connotaciones obscenas; Y / o tener un doble significado o insinuaciones; O están relacionados con la actividad de pandillas no se pueden usar en la escuela. Esto incluye texto impreso en el fondo del pantalón del estudiante.

La ropa no se puede usar de ninguna manera para reflejar la afiliación de pandillas, ocultar contrabando, o crear una distracción

**Los padres / tutores serán contactados y se les pedirá que traigan un cambio de aceptable si no se siguen estas reglas.**

### **VIOLACIÓN DE LA APARIENCIA DEL ESTUDIANTE:**

Un estudiante que se le encuentre que esta violando el reglamento de la vestimenta se le exigirá que se cambie el artículo o la ropa. La violación del reglamento de vestimentas será documentada y se le notificará a los padres/tutores. Si para cambiar el artículo o la ropa conforme a el código de vestimenta se requiere de tiempo y faltar a la clase, la falta será registrada como falta sin justificante y se exigirá al estudiante hacer el trabajo con el maestro/a por el tiempo perdido en clase.

Código de vestimentas para Educación Física: En la clase de Educación Física los estudiantes deberán de ponerse calzado atlético apropiado.

*(Las Escuelas Públicas de Guymon no discriminan por raza, color, origen nacional, género, edad, religión o discapacidad en la admisión a sus programas, servicios o actividades, en el acceso a ellos, en el trato de personas o en cualquier aspecto de sus operaciones. Excepciones serán hechas a su código de vestimenta para asegurar que los estudiantes con discapacidades puedan participar.)*

### **CÓDIGO DE CONDUCTA ESTUDIANTIL**

Se espera que los estudiantes se comporten de una manera aceptable para los estudiantes, maestros, administradores y la sociedad en general. Los estudiantes están bajo la autoridad del director, maestros y personal de apoyo.

Los padres son cruciales en el apoyo dado a sus hijos y la escuela. Será nuestro objetivo trabajar con estudiantes y padres de una manera positiva. Por lo tanto, es de suma importancia que el maestro se comunique con los padres para asegurar su ayuda, apoyo y cooperación. Los padres serán contactados por la escuela con respecto a las acciones disciplinarias administradas por los oficiales de la escuela.



## **Student Rules of Conduct**

- ◆ Students are not to threaten, intimidate, or cause bodily harm to any school employee or any student. Fighting will not be tolerated. Police can and will be called if needed and can result in school suspension. See board policy **FMCD**
- ◆ Students are not to throw dangerous or inappropriate objects.
- ◆ Students should always have teacher permission to leave classrooms.
- ◆ Students should not run in halls or classrooms, and noise levels should be kept to a minimum.
- ◆ Students will not use, possess, or distribute tobacco, alcohol, or drugs in the building and/or school property (to include bus and bus stops). This also includes school activities.
- ◆ Students are not to have in their possession matches, lighters, knives, weapons, ammunition, or nuisance items (yo-yo's, homemade sling shots, dart guns, etc.).
- ◆ Students should never leave the school grounds without proper permission.
- ◆ Students must not use foul language, gestures or sexually suggestive language or behavior.
- ◆ Students are not to vandalize, damage, or steal property.
- ◆ Students are expected to be on time for all classes unless officially excused.
- ◆ Students are not to bring gum or candy to school unless permission has been given.
- ◆ Students are to do their own work. Cheating will not be tolerated.
- ◆ Students are to be in compliance with the dress code.
- ◆ Students will not use gang-related hand signs or written expression.
- ◆ Any hand-held electronic devices not conducive to learning will **not** be allowed.  
For example:
  - cell phone
  - cameras
  - hand-held gaming device

## **SUSPENSIONS/DISCIPLINE**

Consequences for repeated rule violations could result in the following:

### **DISCIPLINE:**

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district.

## **Reglas de Conducta del Estudiante**

- ◆ Los estudiantes no deben amenazar, intimidar o causar daño físico a ninguna empleado de la escuela o cualquier estudiante. La lucha no será tolerada. La póliza puede y será llamado si es necesario y puede resultar en la suspensión de la escuela. Ver la póliza del consejo **FMCD**
- ◆ Los estudiantes siempre deben tener permiso del maestro para salir de salón.
- ◆ Los estudiantes no deben correr en pasillos o salones, y los niveles de ruido deben mantenerse a un mínimo.
- ◆ Los estudiantes no usarán, poseerán ni distribuirán tabaco, alcohol o drogas en el edificio y / o propiedad de la escuela (incluyendo paradas de autobús y en el autobús). Esto también incluye actividades escolares.
- ◆ Los estudiantes no deben tener en su posesión fósforos, encendedores, cuchillos, armas, municiones o artículos molestos (yo-yo, pistolas de dardos, etc.).
- ◆ Los estudiantes nunca deben salir de la escuela sin el permiso apropiado.
- ◆ Los estudiantes no deben usar lenguaje sucio, gestos o lenguaje sexualmente sugestivo o comportamiento.
- ◆ Los estudiantes no deben vandalizar, dañar o robar propiedades.
- ◆ Se espera que los estudiantes lleguen a tiempo a todas las clases a menos que se les excuse oficialmente.
- ◆ Los estudiantes no deben traer chicle o dulces a la escuela a menos que se le haya dado.
- ◆ Los estudiantes deben hacer su propio trabajo. Hacer trampa no será tolerado.
- ◆ Los estudiantes deben estar en conformidad con el código de vestimenta.
- ◆ Los estudiantes no usarán signos de mano relacionados con pandillas ni expresiones escritas.
- ◆ No se permitirán dispositivos electrónicos portátiles que no sean propicios para el aprendizaje.
  - Por ejemplo:
    - Teléfono móvil
    - Cámaras
    - Despositivos electrónicos de mano

## **SUSPENSIONES / DISCIPLINA**

Las consecuencias por violaciones repetidas de las reglas podrían resultar en lo siguiente:

### **DISCIPLINA:**

El maestro o administrador tendrá el mismo derecho que un padre o tutor para controlar y disciplinar a un estudiante mientras el estudiante asiste a la escuela, en vehículos escolares hacia o desde la escuela, o mientras asiste o participa en cualquier actividad escolar autorizada por el distrito escolar.

All students enrolled in the Guymon Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school or school-sponsored activities, or while being transported to or from school or school sponsored activities in district-owned transportation equipment. Any student who is found to be disobeying the rules or showing disrespect for any authorized school personnel and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

### **Discipline Plans**

Guymon Elementary Schools have adopted assertive discipline plans appropriate for each grade. Based on the idea that **all children in the classroom have the right to learn and should do nothing to keep teachers from teaching and children from learning**, rules and consequences have been adopted. A copy of these rules will be provided by your child's teacher.

**Corporal Punishment:** Includes up to three (3) swats by a school administrator with parent permission.

**In-School Suspension/Detention (I.S.S./I.S.D):** Cannot be appealed by parents. It is a program designed to remove a student from their regular classroom on a temporary basis generally due to chronic classroom misbehavior or other serious concerns which normal discipline action has not corrected. This program is also intended to isolate the student from their social peers to minimize any peer pressure which may be affecting their behavior.

**Out-of-School Suspension:** This is a suspension whereby a student is excluded from attending school activities, or being on school grounds for a designated period of time. Students suspended out-of-school have the right to appeal the decision of the administration directly to the Superintendent. An education plan will be provided for students. Students, who complete assigned work during out-of-school suspension, will return their work no later than the first returning day following completion of suspension. Assignments not returned will receive a zero. Tests should be made up by arrangement with individual teachers.

**Written notice of a request for an appeal hearing with the Board of Education shall be received by the district Superintendent within three (3) business days of receipt of the suspension notice.** (O.S.S.70-488)

Esperamos que todos los estudiantes matriculados en las Escuelas Públicas de Guymon cumplan con las reglas y regulaciones establecidas por la administración, maestros y Junta de Educación mientras están presentes en la escuela o actividades patrocinadas por la escuela, o mientras son transportados de la escuela o de la escuela actividades patrocinadas por la escuela en el equipo de transporte del distrito. Cualquier estudiante que se encuentre desobedeciendo las reglas o mostrando falta de respeto a cualquier personal autorizado de la escuela y / o propiedad de la escuela estará sujeto a acción disciplinaria. La acción disciplinaria que se tomará dependerá de la severidad de la violación y el número de veces que el estudiante ha roto las regulaciones.

### **Planes de Disciplina**

Las Escuelas Primarias de Guymon han adoptado planes de disciplina asertiva apropiadas para cada grado. Basándose en la idea de que todos los estudiantes en el salón tienen derecho a aprender y no deben hacer nada para evitar que los maestros enseñen y los estudiantes aprendan, se han adoptado reglas y consecuencias. El maestro de su hijo/a proporcionará una copia de estas reglas.

**Castigo Corporal:** Incluye hasta tres (3) nalgadas por un administrador de la escuela con permiso de los padres.

**Suspensión / Detención en la Escuela (I.S.S./I.S.D):** No puede ser apelado por los padres. Es un programa diseñado para remover a un estudiante de su salón de clases regular en una base temporal generalmente debido a mal comportamiento crónico en el salón u otras preocupaciones serias que la acción disciplinaria normal no ha corregido. Este programa también pretende aislar al estudiante de sus compañeros sociales para minimizar cualquier presión de los compañeros que pueda estar afectando su comportamiento.

**Suspensión fuera de la escuela:** Esta es una suspensión por la cual un estudiante es excluido de asistir a actividades escolares, o estar en los terrenos de la escuela por un período de tiempo designado. Los estudiantes suspendidos fuera de la escuela tienen el derecho de apelar la decisión de la administración directamente con el Superintendente. Se proporcionará un plan de educación para los estudiantes. Los estudiantes, que completan el trabajo asignado durante la suspensión fuera de la escuela, regresarán su trabajo a más tardar el primer día de regreso después de completar la suspensión. Las asignaciones no devueltas recibirán un cero. Las pruebas se deben hacer de acuerdo con los maestros individuales.

**La notificación por escrito de una solicitud de una audiencia de apelación con la Junta de Educación será recibida por el Superintendente de distrito dentro de tres (3) días hábiles de recibir la notificación de suspensión. (O.S.S.70 - 488)**

## **DISCIPLINARY ACTIONS**

### **BEHAVIOR PROBLEMS – PREVENTION**

Prevention is the name of the game. There is a desperate need for personal communication between parents and children.

Suggestions for parents:

#### **HAVE A PARENT/STUDENT CONFERENCE EVERY DAY!**

- \* Listen to your children!
- \* Hear their needs!
- \* Be positive!
- \* Be honest!
- \* Discipline when necessary!

Don't depend on efforts from outside the home. Only you can communicate effectively within your family situation.

We reserve the right to refer a student to the appropriate community agency.

#### **Searches**

Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time. Locks will not be permitted on the lockers of elementary school students. Police or appropriately approved school personnel have the right to search persons or property with reasonable suspicion.

#### **Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit any object that can be considered a weapon. Each incident involving a weapon or dangerous instrument will be subject to the appropriate Oklahoma Statutes. Students aware of weapons on campus should report this to teachers or the principal. Reporters will remain anonymous. Any weapon confiscated will be turned over to the proper authorities.

#### **Gang Activity**

It is the policy of Guymon Public Schools that membership in secret fraternities, sororities, clubs, or gangs not sponsored by established agencies or organizations are prohibited. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang activity will be subject to disciplinary action.

## ACCIONES DISCIPLINARIAS

### PROBLEMAS DE COMPORTAMIENTO – PREVENCIÓN

Prevención es el nombre del juego. Existe una necesidad desesperada de comunicación personal entre padres e hijos.

Sugerencias para los padres:

#### **¡TENGA UNA CONFERENCIA PARA PADRES / ESTUDIANTES CADA DIA!**

- \* ¡Escuchen a sus hijos!
- \* ¡Escucha sus necesidades!
- \* ¡Ser positivo!
- \* ¡Se honesto!
- \* ¡Disciplina cuando sea necesario!

No dependa de los esfuerzos fuera de la casa. Sólo usted puede comunicarse eficazmente dentro de su situación familiar.

Nos reservamos el derecho de referir a un estudiante a la agencia comunitaria apropiada.

#### **Búsquedas**

Los alumnos no tendrán ninguna expectativa razonable de privacidad hacia los administradores de la escuela o los maestros en el contenido de un casillero de la escuela, escritorio u otra propiedad de la escuela. El personal de la escuela tendrá acceso a los casilleros de la escuela, pupitres y otros bienes de la escuela con el fin de supervisar adecuadamente el bienestar de los alumnos. Los oficiales escolares pueden abrir y examinar los armarios escolares, los escritorios y otras áreas de las instalaciones escolares en cualquier momento. Candados no se permitirán en los casilleros de los estudiantes de la escuela primaria. La policía o el personal de la escuela tiene el derecho el de buscar personas o bienes con sospecha razonable.

#### **Armas e Instrumentos Peligrosos**

Los estudiantes no deben poseer, manejar o transmitir ningún objeto que pueda ser considerado un arma. Cada incidente que involucre un arma o instrumento peligroso estará sujeto a los Estatutos apropiados de Oklahoma. Los estudiantes conscientes de las armas en el campus deben reportar esto a los maestros o al director. Los reporteros permanecerán anónimos. Cualquier arma confiscada será entregada a las autoridades competentes.

#### **Actividad de pandillas**

Es la póliza de las Escuelas Públicas de Guymon que se prohíba la pertenencia a fraternidades secretas, hermandades de mujeres, clubes o pandillas no patrocinadas por agencias u organizaciones establecidas. Cualquier estudiante que lleve, lleve o exhiba objetos de pandillas, o que exhiba comportamientos o gestos que simbolizan actividades de pandillas, estará sujeto a medidas disciplinarias.

### **Telephone**

Children will be allowed use of the telephone in EMERGENCY SITUATIONS ONLY. Calling home for permission for non-emergency situations will not be permitted. **An understanding of what the child is doing after school should be made before coming to school.** Any change in after-school transportation MUST be accompanied by a note or parent phone call.

### **Lunch and Breakfast**

Guymon Elementary Schools provide lunch and breakfast programs. Prices are available at your child's school. Forms will be provided to every family concerning eligibility requirements for free and reduced meals. **After \$10.00 in charges, students will no longer be allowed to charge school lunch. The student will receive an alternative lunch.** When lunches are paid, the student may eat school lunch. Carbonated beverages are not allowed. Students must eat either a school lunch or sack lunch from home. **We don't recommend commercially produced food from retail sources. This includes fast food restaurants.** Please contact Food Service Office to make arrangements for unpaid lunches at 338-4385. There will be no lunch charges after April 1<sup>st</sup> of each school year.

### **Closed Campus**

We have a closed campus for students at Guymon Elementary Schools. This means students are to remain at school during school hours and their lunch period. Parents/ Guardians wishing to take their child out of school during regular school hours will need to report to the office and sign their child out. Students not returning to their class directly after lunch will be counted absent or tardy.

### **Activity Tickets**

An activity ticket is available for the entire year for all children wishing to purchase one. The activity ticket does not cover district tournament games.

### **Rules for Home Games:**

1. Be a good citizen.
2. Be careful/courteous to others.
3. Don't play on the track.
4. Don't sit on the wall or rails
5. Don't climb on the hill.
6. Don't throw rocks.
7. Don't run in the concession area.
8. No throwing of objects.
9. No running.
10. Follow instructions of your parents, police or school personnel

### **Consequences of breaking a rule:**

1. The student activity ticket will be removed.
2. The student will be asked to leave the game.

Inappropriate behavior at a school function will result in the loss of an activity ticket and any other action found necessary.

### **Teléfono**

Los estudiantes sólo podrán usar el teléfono en SITUACIONES DE EMERGENCIA SOLAMENTE. No se permitirá llamar a casa para obtener permiso para situaciones que no sean de emergencia. **Una comprensión de lo que el estudiante está haciendo después de la escuela debe hacerse antes de venir a la escuela.** Cualquier cambio en el transporte después de la escuela DEBE estar acompañado por una nota o una llamada telefónica de los padres.

### **Desayuno y Comida**

Las Escuelas Primarias de Guymon ofrecen programas de desayuno y comida. Los precios están disponibles en la escuela de su hijo/a. Se proporcionarán formularios a cada familia en relación con los requisitos de elegibilidad para comidas gratis y reducidas. **Después de \$ 10.00 en cargos, los estudiantes ya no se les permitirá cargar comida escolar. El estudiante recibirá un almuerzo alternativo.** Cuando paguen la comida, el estudiante puede comer comida escolar. Las bebidas carbonatadas no están permitidas. Los estudiantes deben comer un desayuno o comida escolar o de su casa. **No recomendamos alimentos producidos comercialmente de fuentes minoristas. Esto incluye restaurantes de comida rápida.** Póngase en contacto con la Oficina de Servicios de Alimentos para hacer arreglos para comida gratis al 338-4385. No habrá cargos de comida después del 1 de Abril de cada año escolar.

### **Escuelas Cerradas**

Nosotros Tenemos las escuelas cerradas para los estudiantes en las Escuelas Primarias de Guymon. Esto significa que los estudiantes deben permanecer en la escuela durante las horas escolares y su período de comida. Los padres / tutores que deseen sacar a su hijo/a de la escuela durante horas regulares de clases tendrán que reportarse a la oficina y firmar a su hijo/a. Los estudiantes que no regresen a su clase directamente después del almuerzo serán contados ausentes o tardíos.

### **Boletos de Entrada para actividades Escolares**

Un boleto de actividad está disponible para todo el año escolar para todos los estudiantes que desean comprar uno. El boleto de la actividad no cubre juegos del torneo del distrito.

### **Reglas para los juegos:**

1. Ser un buen ciudadano.
2. Tener cuidado / cortesía con los demás.
3. No jugar en la pista.
4. No sentarse en la pared o en los rieles.
5. No subir a la colina.
6. No tirar piedras.
7. No correr en el área de concesión.
8. No lanzar objetos.
9. No correr.
10. Sigán las instrucciones de sus padres, la policía o el personal de la escuela.

### **Consecuencias de romper una regla:**

1. El boleto de actividad estudiantil se eliminará.
  2. Se le pedirá al estudiante que abandone el juego.
- El comportamiento inapropiado en una actividad escolar resultará en la pérdida de un boleto de actividad y cualquier otra acción que se considere necesaria.



### **Room Parties**

Two dates are set each year for room parties: Christmas and Valentine's Day. We try to hold other activities to a minimum because of our full schedule.

Birthday treats are allowed. **Parents should notify the teacher at least one day in advance if they plan to send treats.**

Surprise parties for students are not allowed. Surprise parties for school personnel must be cleared by the building principal.

### **Flowers, Balloons, and Gifts**

Flowers, balloons, and gifts will not be accepted from any individual or florist for delivery to any student attending Guymon Public Schools. They cannot be left in the office for students to pick up.

**Homecoming mums or garters** cannot be worn during school hours.

### **Toys and Valuables**

Do not allow your child to bring toys, trading cards, yo-yos, electronic items, or large amounts of money from home to school. We are not responsible if these should be lost, broken, or stolen.

### **Weather**

It will be the policy of the Guymon Schools to be open every day it is possible. Parents are urged to use their own judgment in sending their children to school when the safety of the child is involved. Drivers of school vehicles will use their own judgment whether to make the route during bad weather. Local radio stations will announce school closings because of weather. Please listen to radio (KKBS 92.7, KGYN 1210 AM or KSMM-FM 101.5 La Mexicana) for information instead of calling the school. Early dismissal may be a possibility.

### **Storms**

Every precaution will be taken to protect children in case of severe weather during school hours. Parents concerned about the safety of their children during a storm should feel free to come for them any time at school. However, **DO NOT TELEPHONE DURING A STORM.** The phone lines need to remain open.

### **Withdrawal/Transfer**

If it becomes necessary for your child to transfer out of Guymon Schools during the school term, you must complete a withdrawal form through the principal's office. This information facilitates enrollment at another school. If it becomes necessary to attend another school in the Guymon system, the transfer must be approved by the principal before making the change. School officials must be given twenty-four (24) hours' notice prior to checkout procedures.

### **Individualized Programs**

Individualized programs are provided for target students who qualify for Special Education: English Language Learning (ELL), Gifted and Talented Education (GATE), Title I, and Proficiency Based Promotion. For more information, contact the principal.

### **Fiestas en el Salón**

Tenemos dos fechas para fiestas cada año escolar en el salón: Navidad y San Valentín. Tratamos de mantener otras actividades al mínimo debido a nuestro horario. Se permiten golosinas de cumpleaños. Los padres deben notificar al maestro al menos un día antes si planean enviar golosinas. No se permiten fiestas sorpresa para estudiantes. Las fiestas sorpresa para el personal de la escuela deben ser aprobadas por el director del edificio.

### **Flores, Globos y Regalos**

Flores, globos, y regalos no serán aceptados de cualquier persona o florista para la entrega a cualquier estudiante que asiste a las escuelas públicas de Guymon. No pueden dejarlos en la oficina para que los estudiantes los recojan.

**Ligas de Homecoming** Ligas de Homecoming no se pueden usar durante el horario escolar.

### **Juguetes y objetos de valor**

No permita que su hijo/a traiga juguetes, tarjetas de comercio, yo-yos, artículos electrónicos o grandes cantidades de dinero de casa a la escuela. No nos hacemos responsables si se pierden, rompen o se roban.

### **Clima**

Será la póliza de las Escuelas de Guymon estar abierta todos los días si es posible. Se les pedirá a los padres de familia usar su propio juicio para enviar a sus hijos a la escuela cuando la seguridad del niño/a está involucrada. Los conductores de los autobuses escolares utilizarán su propio juicio para hacer la ruta durante el mal tiempo. Las estaciones de radio locales anunciarán el cierre de la escuela debido al clima. Por favor escuche la radio (KKBS 92.7, KGYN 1210 AM o KSMM-FM 101.5 La Mexicana) para obtener información en vez de llamar a la escuela. La salida temprano puede ser una posibilidad.

### **Tormentas**

Se tomarán todas las precauciones necesarias para proteger a los estudiantes en caso de mal tiempo durante las horas escolares. Los padres preocupados por la seguridad de sus hijos durante una tormenta deben sentirse libres de venir por ellos en cualquier momento a la escuela. Sin embargo, NO LLAME DURANTE UNA TORMENTA. Las líneas telefónicas deben permanecer abiertas.

### **Dar de Baja / Transferir**

Si es necesario que su hijo / a se traslade fuera de las escuelas de Guymon durante el período escolar, debe completar un formulario de retiro a través de la oficina de la escuela. Esta información facilita la inscripción en otra escuela. Si es necesario asistir a otra escuela en el sistema de Guymon, la transferencia debe ser aprobada por el director antes de realizar el cambio. A los oficiales de la escuela se les debe dar aviso de veinticuatro (24) horas antes de los procedimientos de transferencia.

### **Programas Individualizados**

Se proporcionan programas individualizados para los estudiantes objetivo que califican para Educación Especial: Aprendizaje del Idioma Inglés (ELL), Educación para Dotados y Talentosos (GATE), Título I, y Promoción Basada en la Competencia. Para obtener más información, comuníquese con el director.

### **Band, Choir, and School Programs**

A balanced curriculum is offered to all elementary students including the arts and physical education. Choir and band are elective offerings for 6th graders. Various programs will be presented at different times throughout the year. Parents are welcomed and encouraged to attend.

### **Safety**

The safety of children coming to school, while at school and on the way home is always of great concern to us. We have safety units in subjects taught at school through which we stress all types of safety. You can help a great deal if, at the first of school, you will walk with your child over his/her route to school, pointing out danger spots and where to cross streets.

We always have very heavy traffic around our schools before and after school. In accordance with state laws, please keep our children safe by doing the following:

- Obey ONE-WAY, STOP, and STREET CLOSED signs around schools.
- No U turns.
- **Never park by a STOP sign, in the street, or on the crosswalk for any length of time in order to let out or pick up students.**
- Obey all speed laws and traffic laws.
- Stop for pedestrians in and around crosswalks.
- No double-parking.
- **Do not pass a school bus with flashing lights and STOP sign extended.**
- NO PARKING in bus loading and unloading zones.
- Always be alert.
- NO PARKING in handicapped zone without permit.

### **Field Trips**

Extended learning beyond the classroom limits will be provided at various times through field trips. Parents will be notified prior to each of these trips.

### **Playground and Lunchroom Supervision**

A teacher is on duty on the playground at all times during recess. At least one teacher is always on duty in the lunchroom to maintain proper order.

### **Bus Conduct**

Students should obey the bus driver at all times and treat them with the same courtesy they show their classroom teacher.

### **PLEASE SEE CONDUCT RULES AND (3) OFFENSES**

**Parents will be notified if there is misconduct by a student on the bus. If such misconduct continues, the student's bus riding privilege may be suspended by either school authorities or transportation director at 580-468-1300.**

## **Banda, Coro y Programas Escolares**

Un programa de estudios equilibrado se ofrece a todos los estudiantes de primaria incluyendo artes y educación física. Coro y banda se ofrecen solamente a estudiantes de sexto grado. Varios programas serán presentados en diferentes momentos a lo largo del año escolar. Los padres son siempre bienvenidos y se les anima a asistir.

## **Seguridad**

La seguridad de sus hijos al venir a la escuela, mientras están en la escuela y de regreso a casa es siempre una preocupación para nosotros. Tenemos unidades de seguridad en materias enseñadas en la escuela a través de las cuales destacamos todo tipo de seguridad. Usted puede ser una gran ayuda al principio del año escolar, recorra con su hijo / a la ruta a la escuela, señalando los puntos peligrosos y dónde cruzar las calles.

Antes y después de clases siempre tenemos tráfico muy pesado alrededor de nuestras escuelas. De acuerdo con las leyes estatales, por favor mantenga a nuestros estudiantes seguros haciendo lo siguiente:

- Obedezca las señales de UNA VÍA, PARADA y CERRADO alrededor de las escuelas.
- No hacer U.
- **Nunca se estacione donde este el letrero de STOP, en la calle o en el cruce de peatones por un período de tiempo suficiente para dejar salir o recoger a los estudiantes.**
- Obedezca todas las leyes de velocidad y de tránsito.
- Parada para peatones en y alrededor de los cruces peatonales.
- No doble estacionamiento.
- **No pase un autobús escolar con luces intermitentes y el letrero STOP extendido.**
- NO se ESTACIONE en las zonas de los autobuses escolares.
- Esté siempre alerta.
- NO ESTACIONAMIENTO en zona de minusvalía sin permiso.

## **Días de Campo**

El aprendizaje extendido más allá de los límites de la clase será proporcionado en varias ocasiones a través de excursiones. Los padres serán notificados antes de cada uno de estos viajes.

## **Supervisión del área de juegos y comida**

Un maestro siempre estará en el patio de recreo durante el recreo. Por lo menos un maestro siempre está de guardia en la cafetería para mantener el orden correcto.

## **Conducta del autobús**

Los estudiantes deben obedecer al conductor del autobús en todo momento y tratarlos con la misma cortesía que muestran al maestro del salón.

### **POR FAVOR VER LAS REGLAS DE CONDUCTA Y (3) OFENSAS**

**Los padres serán notificados si hay una mala conducta de un estudiante en el autobús. Si dicha mala conducta continúa, el privilegio de usar el autobús el estudiante puede ser suspendido por las autoridades escolares o el director de transporte al 580-468-1300.**

### **Wednesday and Sunday Activities**

Use of school facilities must be approved by the administration. School facilities may not be used on Wednesday after six or all day on Sunday. No school personnel shall provide keys to any student to open school facilities without being present. There will be NO required school activities on Wednesday evenings or Sundays.

### **Equal Opportunity**

It is the policy of Guymon Public Schools in accordance with TITLE VI, TITLE IX, and SECTION 504 to provide equal opportunity without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions. Inquiries concerning application of this policy may be referred to the Compliance Coordinator.

### **Disability Accommodations**

The Guymon Public Schools assure all handicapped children residing in their district the right of access to a "free appropriate public education," as mandated by the Individuals with Disabilities Education Act (I.D.E.A.). For further questions, please contact your child's principal.

### **US Environmental Protection Agency Asbestos Information**

The United States Environment Protection Agency has required that all public and private schools inspect all buildings for the presence of asbestos and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspections of all asbestos presenting the school. Using the certified inspection reports, which includes a laboratory analysis records, Precision Labs of Stillwater, OK has developed a Certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular business hours. All inquiries regarding the plan should be directed to the assistant superintendent. We have begun implementing the asbestos management plan. We are intent on not only complying with, but exceeding federal, state, and local regulations in this area. We plan to take whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

### **Sexual Harassment**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed.

### **Actividades los Miércoles y Domingos**

El uso de las instalaciones escolares debe ser aprobado por la administración. Las instalaciones escolares no se pueden usar el miércoles después de las seis o todo el día los domingos. Ningún personal de la escuela proporcionará llaves a ningún estudiante para abrir las instalaciones de la escuela sin estar presente. No habrá actividades escolares obligatorias los Miércoles por la noche o los Domingos.

### **Igualdad de oportunidades**

La póliza de las Escuelas Públicas de Guymon de conformidad con TÍTULO VI, TÍTULO IX y SECCIÓN 504 es proporcionar igualdad de oportunidades sin tener en cuenta la raza, color, origen nacional, sexo, edad, discapacitados o veteranos en sus programas y actividades educativas. Esto incluye, pero no se limita a admisiones. Las consultas sobre la aplicación de esta póliza pueden remitirse al Coordinador de Cumplimiento.

### **Alojamiento para Discapacitados**

Las Escuelas Públicas de Guymon aseguran a todos los niños discapacitados que residen en su distrito el derecho de acceso a una "educación pública gratuita y apropiada", según lo ordenado por la Ley de Educación de Individuos con Discapacidades (IEDA). Para más preguntas, comuníquese con el director de su hijo/a.

### **Agencia de Protección Ambiental de los EE. UU.**

La Agencia de Protección Ambiental de los Estados Unidos ha exigido que todas las escuelas públicas y privadas inspeccionen todos los edificios para detectar la presencia de amianto y elaboren un plan de gestión que identifique y defina los procedimientos para gestionar y programar las re-inspecciones de todo el asbesto que esté presente en la escuela. Utilizando los informes de inspección certificados, que incluye registros de análisis de laboratorio, Laboratorios de Stillwater, OK ha desarrollado un Plan Certificado de Manejo de Asbesto. Una copia del plan está disponible para su inspección en nuestra oficina administrativa y en cada edificio de la escuela durante las horas de oficina regulares. Todas las preguntas relacionadas con el plan deben dirigirse al asistente del superintendente. Hemos empezado a implementar el plan de manejo del amianto. Tenemos la intención de no sólo cumplir con las regulaciones federales, estatales y locales en esta área, sino también superarlas. Planeamos tomar las medidas necesarias para asegurar que los estudiantes y nuestros empleados tengan un ambiente saludable y seguro donde aprender y trabajar.

### **Acoso sexual**

La póliza de este distrito escolar prohíbe la discriminación o acoso de cualquier estudiante sobre la base del sexo. La Junta de Educación no tolerará el acoso sexual por parte de sus empleados o estudiantes. Esta póliza se aplica a todos los estudiantes y empleados incluyendo voluntarios no empleados cuyo trabajo está sujeto al control del personal de la escuela. Se ha desarrollado una póliza separada que se aplica al acoso sexual de los empleados.

## 1. Sexual Harassment

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" teasing, double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The Superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

## 2. Specific Prohibitions

- A. Administrators or Supervisors
  - 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
  - 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

## 3. Report, Investigation, and Sanctions

- A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance Process.
  - 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
  - 2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

## 1. Acoso sexual

- A. El propósito de esta póliza, el acoso sexual incluye avances sexuales verbales o físicos, incluyendo presión sutil para la actividad sexual; Tocar, pellizcar, acariciar o cepillarse; Comentarios sobre características físicas o de personalidad de naturaleza sexual; Y sexualmente orientado "broma" burlas, doble sentido y bromas.
- B. Los comentarios sobre la habilidad de una niña para sobresalir en una clase considerada históricamente como un sujeto de "niño", hablar en privado con un estudiante sobre asuntos sexuales, abrazar o tocar a un estudiante inapropiadamente puede constituir acoso sexual.
- D. Escribir grafiti, que nombra a un estudiante o identifica a un estudiante es potencialmente difamatorio y constituye acoso sexual. Grafiti de cualquier tipo no será tolerado en la propiedad escolar. Se ordena al Superintendente que cause Grafiti o escritos no autorizados que se eliminarán inmediatamente.

## 2. Prohibiciones Específicas

- A. Administradores y Supervisores
  - 3. Es un acoso sexual para que un administrador, supervisor, empleado de apoyo o maestro use su autoridad para solicitar favores sexuales o atención de los estudiantes.
  - 2. Los administradores, supervisores, personal de apoyo o maestros que participen en el acoso sexual de los estudiantes o toleren dicha conducta por parte de otros empleados estarán sujetos a sanciones, como se describe a continuación. El distrito escolar no se preocupa por la conducta "fuera de servicio" del personal escolar a menos que la conducta tenga o tenga un impacto negativo en el proceso educativo de la escuela. Cualquier afiliación sexual o romántica entre el personal de la escuela y los estudiantes, incluyendo estudiantes que hayan alcanzado la mayoría de edad (18) durante el horario escolar, tendrá un impacto negativo en el proceso educativo y constituirá una violación de la póliza escolar. Tales violaciones pueden resultar en la suspensión del estudiante y la suspensión o terminación para el empleado. Cualquier afiliación sexual entre maestros y estudiantes menores de 18 años puede constituir un crimen bajo la ley estatal o federal.

## 3. Informe, Investigación y Sanciones

- A. Es la póliza expresa de la Junta de Educación de animar a las víctimas estudiantiles de acoso sexual a presentar estas reclamaciones. Esto puede hacerse a través del Proceso de Quejas.
  - 1. Los estudiantes que sienten que los administradores, supervisores, personal de apoyo, maestros u otros estudiantes están sometiéndolos al acoso sexual, se les anima a reportar estas condiciones al administrador apropiado o profesor. Si el administrador o maestro inmediato del estudiante es la presunta persona culpable, el informe se hará al siguiente nivel superior de administración o supervisión a cualquier persona adulta responsable.
  - 2. Se mantendrá la confidencialidad y no habrá represalias. Como resultado de la notificación de buena fe de los cargos de acoso.



- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate action subject to applicable procedural and due process requirements.

**Grievance Procedures**

It is the policy of the Board of Education to encourage victims of sexual harassment or discrimination to come forward with such claims. This may be done through the Grievance Process. For more information on the Grievance Process, please contact a principal or other administrator.

- B. Al determinar si la presunta conducta constituye acoso sexual, se investigará la totalidad de las circunstancias, la naturaleza de la conducta y el contexto en el que se ha producido la conducta presunta. El Superintendente tiene la responsabilidad de investigar y resolver las quejas de acoso sexual.
- C. Cualquier empleado que se haya encontrado involucrado en acoso sexual de estudiantes estará sujeto a sanciones, incluyendo, pero no limitado a advertencia, suspensión o rescisión, con sujeción a los trámites procesales y requisitos del proceso.
- D. Cualquier estudiante que se haya encontrado involucrado en acoso sexual de otros estudiantes estará sujeto a sanciones, incluyendo, pero no limitado a advertencia, suspensión u otra acción apropiada sujeto a los requisitos procesales y de debido proceso aplicables.

### **Procedimientos de Quejas**

La póliza de la Junta de Educación es alentar a las víctimas de acoso sexual o discriminación a presentar estas reclamaciones. Esto puede hacerse a través del Proceso de Quejas. Para obtener más información sobre el Proceso de Quejas, comuníquese con un director u otro administrador.

**STUDENT ATTENDANCE**

The Guymon Board of Education believes that in order for students to realize their fullest potential from their educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy that students may not miss more than ten (10) days per semester at the secondary (7-12), and more than twenty (20) days per year at the elementary level (PK-6) to receive academic credit.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

**REFERENCE: 70 O.S. §10-105, §10-106**  
**Department of Education, Administrator's Handbook**

Policy 6.07

*Adoption Date: 09/13/04*

*Revision Date(s): 9/13/04*

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**ATTENDANCE POLICY  
(REGULATION)**

In accordance with the policy of the Board of Education, each student in high school and junior high school (7-12) may not be absent from class more than ten (10) days per semester in order to receive credit for that class. At the elementary level (PK-6) a student may not miss more than twenty (20) days per year in order to receive academic credit and to be promoted to the next level. Absences for *School Activities*, and *Absences by Arrangement* do not count against the student for this regulation. Excused, Unexcused, and Truancy (see definitions below) are types of absences that do count against the student for the purposes of this Attendance Policy Regulation.

**ABSENCES**

**Excused Absence:**

1. Personal or family illnesses.
2. Medical appointments.
3. Legal matters, including service on a grand, multi-county grand, or petit jury.
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 10:00 a.m., if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

**School Activity:**

1. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one class period of each school year. (Standards for Accreditation – SDE 2008, O.S.S.A.A. Regulation)

*Adoption Date: 09/13/04*

*Revision Date(s): 7/15/96, 1/29/99,  
9/13/04, 10/13/08*

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- a. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which the student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the Superintendent of Schools.
  - b. Due to our unusual geographic limitations, the time it takes to travel to scheduled activities shall be exempt.
2. The Guymon Board of Education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the Board. Any deviation from the ten (10) days absence rule shall not exceed five days.
  3. The student will be allowed to make up any work missed while participating.

**Absence by Arrangement:**

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement per year.
2. A student may make up all work missed without penalty. School work shall be completed prior to the absence or arrangements made to complete the work per teacher directions.
3. In order to take an absence by arrangement the parent or guardian must submit, at least three days prior to the absence, a written request for the student to be absent.

**Unexcused Absence:**

1. This is any absence that does not fall within one of the above categories. Work may be made up in accordance with grade level student handbooks.

**Truancy:**

1. A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. The student will be subject to further disciplinary action.

**Tardies:**

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 15 minutes late is counted absent for the period.

**ATTENDANCE COMMITTEE**

- A. The committee's purpose will be to determine if absences (above 10 days per semester at the secondary level or above 20 days per year at the elementary level) meet criteria for extended illness, whereby exempting a student from the above attendance regulation.
- B. Attendance committee will consist of: Building level Administrator(s), Counselor(s), and Teacher(s)
- C. Guidelines for committee decision-making process:
  1. Extended illness of student or immediate family member as documented by a physician will be considered.
  2. Family emergency or death of immediate family member will be considered.
  3. Documentation for absences may be considered when submitted with the "Formal Request for Exemption from Absences Policy".
- D. Any decision of the attendance committee may be appealed, by the parent(s) or guardian(s) to the Superintendent of Schools for appeal to the Board of Education. An appeal request should be done in the form of a written letter to the Superintendent of Schools. Consideration will be given as to the reason for the absences (documented) as well as to the attempts by parents to minimize the absenteeism.

**\* REFERENCE: SB 425 (38 O.S. §37)**

*Adoption Date: 09/13/04*

*Revision Date(s): 7/15/96, 1/29/99,  
9/13/04, 10/13/08*

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**STUDENT RETENTION  
(REGULATION)**

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 65% has been achieved for an entire course of study as determined by the teacher.

Students in grades Kindergarten through two must achieve minimum requirements as determined by the skills based checklist to be promoted to the next grade.

Students in grades three through six must achieve a grade average of 65% or higher in at least three of five major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies. Students in grades seven through eight must achieve a grade of 65% or higher in the four core classes to be promoted to the next higher grade.

1. Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered as required by law, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
4. For the 2015-2016 school years, a student not eligible for automatic promotion under paragraph 3 of this subsection and who scores at the unsatisfactory level on the reading portion of the third-grade statewide criterion-referenced test, may be evaluated for "probationary promotion" by "the Student Reading Proficiency Team." For the 2016-2017 and 2017-2018 school years, a student not eligible for automatic promotion as provided for under paragraph 3 of this subsection and who scores at the unsatisfactory or limited knowledge levels on the reading portion of the third-grade statewide criterion-referenced test may be evaluated for "probationary promotion" by the student Reading Proficiency Team. The Student Reading Proficiency Team shall be composed of:
  - (1) the parent(s) and/or guardian(s) of the student,
  - (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year,
  - (3) a teacher in reading who teaches in the subsequent grade level, and
  - (4) a certified reading specialist

***Adoption Date:******Revision Date(s): 6/5/95, 8/4/99, 3/27/00,  
1/16/04, 6/6/11, 10/1/12, 5/29/14, 9/14/15, 2/8/16******Page 1 of 3***

**Student Retention (Con't)**

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the school district superintendent and the principal and the superintendent approve the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion," the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

5. Beginning with the 2016-2017 school year, students who score below the proficient level on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption as provided in subsection K of this section, and who do not qualify for promotion or "probationary promotion" shall be retained in the third grade and provided intensive instructional services and supports.

6. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

- (1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
- (2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
- (3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
- (4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
- (5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
- (6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

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1/16/04, 6/6/11, 10/1/12, 5/29/14, 9/14/15, 2/8/16***

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**Student Retention (Con't)**

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

**REFERENCE: 70 O.S. §24-114.1  
70 O.S. §1210.508C**

*Adoption Date:*

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2/8/16*

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**MEDICATION:  
ADMINISTERING TO STUDENTS**

It is the policy of the Guymon Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a no prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
  - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

## MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

### E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

**REFERENCE: 10 O.S. §170.1**  
**59 O.S. §353.1**  
70 O.S. §1-116, et seq

**BUS RIDER RULES  
GUYMON PUBLIC SCHOOLS**



**I. Prior to Loading (on the road and at school)**

1. Be on time at the designated school bus stops-keep the bus on schedule.
2. Bus riders conduct themselves in a safe manner while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

**II. While on the Bus**

1. Keep hands and head inside the bus upon entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking, abusive language and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Keep books, packages, coats, and all other objects out of the aisles.
7. Do not throw anything out of the bus window.
8. Bus riders are not permitted to leave their seats while the bus is in motion.
9. Horse-play is not permitted around or on the school bus.
10. Bus riders are expected to be courteous to fellow pupils and the bus driver.
11. Keep absolute quiet when approaching a railroad crossing stop.
12. In case of a road emergency, children are to remain in the bus.
13. Continuous misbehavior will be reported to the Principal.

**III. After Leaving the Bus**

1. When crossing road, go at least ten feet in front of bus, stop, check traffic, watch for bus driver's signal, and then cross road.
2. Students that live on the right side of road should immediately leave bus and stay clear of traffic.
3. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

**IV. Extra-Curricular Trips**

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the advisement of a competent chaperon appointed by the school officials.

IF YOU HAVE ANY QUESTIONS PLEASE CALL 468-1300

# PARENT INVOLVEMENT POLICY

## Guymon Public Schools

Guymon Public Schools encourages and supports parents as partners with teachers and other staff in the education of their children. The district adheres to a philosophy of parental involvement as an essential element to promote student success. Student academic achievement requires parents to be knowledgeable of curriculum standards, progress monitoring and district policies and procedures.

District parental involvement will be supported and encouraged through the following district expectations:

- respecting parents as partners in the education of their children;
- valuing diversity and the need for equity in each school;
- promoting parent involvement in district leadership and decision-making;
- fostering a welcoming and responsive environment for parents;
- ensuring accountability of the staff at all levels throughout the district in working with parents as partners;
- valuing the need for partnerships within public and private entities in the Guymon community;
- ensuring flexibility and accessibility within administrative operations and flexibility within district-wide processes and procedures; and
- establishing and promoting communication as a source of trust and understanding between the district and parents;

Parental involvement will be supported and encouraged through the following parent expectations;

- taking the initiative to seek the best educational opportunities for their children;
- understanding and respecting the mission and values of the school;
- respecting teachers and supporting school staff as partners in the education of their children;
- demonstrating respect for the school as a whole, including the faculty and staff;
- developing jointly with the teacher, a school-parent compact for their child that outlines how the parents, the school and the student will share the responsibility for improved academic achievement;
- identifying and addressing barriers to parental involvement;
- understanding school procedures and opportunities to contribute or receive support;
- participating in the development of the school parent involvement plan and the review and evaluation of the plan;
- valuing diversity and the need for equity in each child's learning;
- participating in decision making;
- volunteering in their children's schools; and
- supporting and engaging in developing partnerships within the Guymon Public Schools' community.

**PARENTS RIGHT-TO-KNOW POLICY**

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Where the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent:

Information of the level of achievement of their child in each of the State academic assessments as required under NCLB; and

Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

*Adoption Date:*

*Revision Date(s):01/2009*

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